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24 JUL 1968

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MEMORANDUM FOR: Special Assistant to the Deputy Director
for Support

SUBJECT : Career Management

REFERENCE : Your Memorandum, dated 18 July 1968,
Same Subject

Attached herewith is the Office of Communications'
response to the questions posed in the cited Reference.



Deputy Director of Communications

Attachment:
Questions Re Career Management

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Excluded from automatic
downgrading and
declassification

Career Service Board:

1. What is the composition of your Career Service Board?

The OC Career Service Board is chaired by the Deputy Director of Communications with the Chiefs of the seven OC Career Panels as members. Each of the Career Panels is responsible for the career management of a particular segment of OC personnel. For example, one Panel is responsible for Technical personnel, another for radio operators, another for cryptographers, etc.

2. How often does your Career Service Board meet?

The Career Service Board which is concerned only with policy matters meets on the average of once every three months. The Career Panels, however, which deal with day-to-day career management matters are in operation continuously.

3. What matters are considered to be in the purview of your Career Service Board?

All policy matters affecting the operation of the OC Career Service are considered to be within the purview of the Career Service Board.

4. What role does the Career Service Board fill? - advisory? - decisive?

The Career Service Board acts as a recommending body to the Director of Communications.

Career Planning:

1. What form does career planning for individuals take in your Career Service?

Career planning consists of both formal and informal training and the selection of assignments to further the career development of the individual.

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Career Planning: (Cont.)

2. To what extent has your Career Service told careerists of its plans for their development?

It is the responsibility of each Career Panel to provide counseling service to personnel in their respective Panel, including plans for an individuals future development.

3. What use is made of individual career plans?

An individual's career plans are used as a guide in governing an individual's training and determination of assignments.

4. What procedures are followed in advising employees of their next assignment?

All individuals are advised initially of their next assignment by means of an internal OC notice called a Career Service Action. If deemed appropriate by the Panel, or if desired by the individual, the assignment is discussed with the individual by his Career Panel.

Career Management:

1. Briefly explain your selection processes for --

- a. Promotion.
- b. External training - including Senior Schools.
- c. Internal training - Midcareer and other courses.

1a Selection for promotion is determined solely by the individual standing on the annually prepared Competitive Evaluation List.

1b&c Candidates for routine internal and external training are recommended by an individual's Career Panel and their names forwarded to the Chairman of the OC Career Service Board for his approval. Candidates for Senior Schools and the Midcareer Course, however, are nominated by an individual's Career Panel. The selection of the actual candidate(s) from these nominees is made by the Career Service Board.

Career Management: (Cont.)

2. Do you have a policy on intra-Support Career Service rotation?

The Office of Communications has no policy on intra-Support Career rotation.

3. In planning rotation to Career Service - designated positions outside of your central office, what process is followed in selecting candidates?

This question is not applicable to the OC Career Service.

4. Explain your system, if any, for identifying promising employees ("comers"). What grade levels are involved?

The identification of promising employees at all grade levels is done by the individual's Career Panel. This identification by the Panel is accomplished through personal interviews and counseling, review of CEL standings, Fitness Reports, commendations, and recommendations of the Area Chief or Staff Chief.

5. After identification, how are the careers of "comers" managed?

After identification the careers of "comers" are managed by their Career Panel. Based on the background and potential of the individual a career plan is developed by the Panel which includes future training and assignments. The Career Panel monitors the individual progress through a review of Fitness Reports and CEL's to assure progression in his career plans and to make adjustments as necessary. Outstanding candidates are encouraged to enter the Agency's Career Trainee Program or the Communications Officer Development Program, a special Career Program within OC designed to fully develop the technical and managerial potential of its participants.

Statistics:

1. For FY-1968:

How many of your Career Service changed designations to another Career Service? (Please list number and Career Service involved)

Statistics: (Cont.)

<u>Number</u>	<u>Directorate</u>	<u>Career Service</u>
9	DDS&T	R
3	DD/P	D
4	DDI	ID (Central Reference)
1	DDI	IA (Imagery Analysis)
1	DDI	IC (Current Intelligence)
1	DDI	IP (National Photo.)
3	DDS	SL (Logistics)
1	DDS	SF (Finance)
3	DDS	SP (Personnel)
2	DDS	ST (Training)
1	O/DCI	E (Cable Secretariat)

20 29 Total

How many transfers were accepted into your Career Service?
(Please list number and Career Service from which employee transferred)

<u>Number</u>	<u>Directorate</u>	<u>Career Service</u>
1	DDS&T	R
1	DD/P	D
1	DDI	ID (Central Reference)
2	DDI	
1	DDS	SS (Security)

5 8 Total (This figure does not include 37 persons
transferred into OC from the clerical pool)

How many of your careerists rotated to positions outside
of your component?

Statistics: (Cont.)

<u>Number</u>	<u>Component</u>
2	OEL (DDS&T)
26	OSA (DDS&T)
2	<input type="checkbox"/> (DD/P)
12	NE (DD/P)
3	FE (DD/P)
2	FI (DD/P)
1	WH (DD/P)
3	NPIC (DDI)
1	O/DDS (DDS)
1	OP (DDS)
<u>1</u>	OL (DDS)
54	Total